

## PERforM Status Definitions

The status of an appraisal is automatically assigned by the PERforM system based upon the actions of the Rater and Reviewer. Status assignments and how they are used are listed below.

Status	Meaning	Required Action
<b>Missing</b>	For reporting purposes, this is a required annual appraisal that has not been created (saved).	Rater creates the annual appraisal, includes appropriate ratings and/or comments, and submits it to the Reviewer.
<b>In Progress</b>	A performance appraisal has been created and saved.	Rater includes appropriate ratings and/or comments on the appraisal and submits it to the Reviewer.
<b>Pending</b>	A rated performance appraisal has been submitted to the Reviewer for action.	Reviewer approves or disapproves the appraisal, or provides recommendations to the Rater through use of an electronic sticky note.
<b>Approved</b>	The Reviewer agrees with the rated performance appraisal submitted by the Rater.	The Rater prints the appraisal, obtains necessary signatures, presents the document to the Employee, and then marks it as "Complete" in PERforM.
<b>Disapproved</b>	The Reviewer disagrees with some aspect of the performance appraisal submitted by the Rater.	The Rater and Reviewer should come to an agreement on what changes are needed to make the appraisal acceptable. The Rater incorporates those changes and resubmits the appraisal to the Reviewer for approval.
<b>Exempt Pending</b>	A required annual appraisal containing an explanation for exemption (in the Overall Comments) has been submitted to the Reviewer for action.	Reviewer approves or disapproves the exempted appraisal, or provides comments to the Rater through use of an electronic sticky note.
<b>Exempt</b>	A required annual appraisal containing an exemption has been approved by the Reviewer, and is considered finalized in PERforM.	The Rater prints the appraisal, obtains necessary signatures, and presents the document to the Employee. The Rater then makes copies of the appraisal and disseminates according to agency policy.
<b>Complete</b>	An appraisal has been reviewed with the Employee and the Rater has used the "Complete" button in PERforM to indicate that it is finalized.	The Rater makes copies of the appraisal and disseminates according to agency policy.